



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF STATE PROCUREMENT
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MEMORANDUM

To: Arkansas Vendors

From: Joseph A. Giddis, Director
State Procurement

Date: May 2, 2003

Subject: Electronic Bid Notification--Reminder

A handwritten signature in black ink, appearing to read "Joseph A. Giddis".

The Office of State Procurement web site at <http://www.state.ar.us/dfa/purchasing/index.html> is our primary means of posting information and providing vendors access to bid documents. Examples of information available include; down-loadable bid documents, State Procurement Law, vendor registration information, automatic email notification of pending bids, buyer contact information and much more.

As a reminder, effective July 1, 2003 we will no longer mail hardcopy of bid proposals to vendors. Vendors will be notified of pending bids via email based on each vendor's registration information and commodity selection(s). I strongly encourage each vendor to register through the vendor registration screens on the OSP web site. If you have already registered you may check your information, including your email address, through the vendor "tools" in the registration screens. If you need assistance please email OSP-Vendor@dfa.state.ar.us.

We will not mail or fax copies to vendors after July 1, 2003. If you do not have access to the world-wide web we have installed a "vendor" terminal in the reception area of the Office of State Procurement. We have assistance available during normal business hours, Monday through Friday, to help vendors navigate through our web site. Vendors may also access the OSP web site from any terminal in any library using the address above.

Quote bids for commodities over \$5,000 up to and including \$25,000 and all printing quote bids may be sent electronically provided vendors have an email address on file with OSP. We will continue to fax these documents, however we strongly encourage vendors to provide an email address. As a reminder, quote bids are not posted on the OSP web site. Vendors may come by the OSP and request a copy from the receptionist.